

CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on **Monday, January 8, 2018** in the Council Chambers located at 25 High Street, **6:00 pm**.



1. **Roll Call**
2. **Pledge of Allegiance**
3. **Public Input**
 - a. Aroostook Agency on Aging Presentation
4. **Declaration of Potential Conflicts of Interest**
5. **Consent Agenda**
 - a. Minutes from Council Meeting Held December 27, 2017 Pgs 2-3
 - b. Quit Claim Deed Approval for Tax Acquired Property at 15 Washington, aka Map 28, Lot 46 Pg 4
 - c. Quit Claim Deed Approval for Tax Acquired Property at 27 Roosevelt, aka Map 32, lot 135 Pg 4
6. **Bid Openings, Awards, and Appointments**
7. **Formal Public Hearings**
 - a. 2015 CDBG Grant Close Out for Virtual Managed Solutions at 52 Sweden Street Pg 5
 - b. 2016 CDBG Grant Close Out for C&J Service Center at 996 Access Highway Pg 6
 - c. Liquor License and Special Amusement Permit for Burger Boy at 234 Sweden Street Pg 7
 - d. Liquor License and Special Amusement Permit for Access 89 Bar & Grill at 539 Access Hwy Pg 7
 - e. Ordinance 13, 2017 Series – Approving the Sale of 7.14 acres of Municipal Held Properties at 19 Marshall (Formerly known as Hilltop Elementary School) Pgs 8-11
8. **New Business & Adoption of Ordinances and Resolutions**
 - a. Ordinance 13, 2017 Series - Approving the Sale of 7.14 acres of Municipal Held Properties at 19 Marshall (Formerly known as Hilltop Elementary School) Pgs 8-11
 - b. Discussion and Possible Action Regarding New Public Safety Building Study Pgs 12-15
 - c. Discussion and Possible Action Regarding Surplus Properties and Equipment Pgs 16-17
9. **Reports and Discussion by Mayor and Council Members**
 - a. Assignment of Councilmembers to Committees Pg 18
10. **Reports of Officers, Staff, Boards and Committees**
11. **Executive Session** (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)
12. **Adjournment**

If you are planning to attend this Public Meeting and, due to a disability, need assistance in understanding or participating in the meeting, please notify the City ten or more hours in advance and we will, within reason, provide what assistance may be required.

Certificate of Mailing/Posting

The undersigned duly appointed City official for the municipality of Caribou City hereby certifies that a copy of the foregoing Notice and Agenda was posted at City Offices and on-line in accordance with City noticing procedures.

BY: _____ Jayne R. Farrin, City Clerk

Council Agenda Item #1: Roll Call

A special meeting of the Caribou City Council was held 5:30 p.m. on Monday, November 20, 2017 in Council Chambers with following members present: Mayor Gary Aiken, Philip McDonough II, Joan L. Theriault, Jody L. Smith, Timothy Guerrette, and Nicole L. Cote. Deputy Mayor David Martin was absent.

Dennis L. Marker, City Manager

Department Manager: Penny Thompson, Tax Assessor

Councilor-Elect R. Mark Goughan

Christopher Bouchard of the Aroostook Republican and Spectrum covered the meeting.

Council Agenda Item #2: Pledge of Allegiance

Mayor Aiken led the Pledge of Allegiance.

Council Agenda Item #3: Public Input

Aroostook Republican reporter Christopher Bouchard asked what amount the Hilltop property is being sold for. Manager Marker stated that is all part of the pre-negotiated arrangement and a copy can be provided. The sell involves more than a dollar amount it also involves the exchange of services and other properties.

Council Agenda Item #4: Declaration of Potential Conflicts of Interest

No one declared a potential conflict of interest.

Council Agenda Item #5: Consent Agenda

There weren't any Consent Agenda Items

Council Agenda Item #6: Bid Openings, Awards and Appointments

There weren't any Bid Openings, Awards, and Appointments

Council Agenda Item #7: Formal Public Hearings

There weren't any Formal Public Hearings

Council Agenda Item #8: New Business & Adoption of Ordinances and Resolutions

- a. Discussion and Possible Action Regarding a Memorandum of Understanding Between Caribou City and FreshAir LLC for Provision of Aeronautical Services at the Airport

Currently the City has a contract with FreshAir LLC to provide services; such as, mechanics, fueling, general cleaning of the main hangar and management of a smaller T-hangar. The contract expires December 31st. A new contract was tabled at the last Council meeting so some of the terms could be revisited. A new contract will not be completed and signed before December 31st in the meantime a Memorandum of Understanding (MOU) is being proposed to continue the services provided by FreshAir LLC including air ambulance service. The MOU is for six-months or less.

Motion made by P. McDonough, seconded by J. Theriault, to recommend approval of the Memorandum of Understanding between the City of Caribou and FreshAir LLC. (5 yes) So voted.

- b. Discussion and Possible Action Regarding Resolution 7-2017, Interlocal Agreement for Providing EMS Services to Connor Township

The agreement is from January 1, 2018 to December 31, 2018 with a fee of \$5,244.

Motion made P. McDonough, seconded by T. Guerrette, to recommend approval of Resolution 2017-7 A Resolution of the Caribou City Council Approving an EMS Service Agreement with Connor Township. (5 yes) So voted.

- c. Introduction of Ordinance No. 13, 2017 series Authorizing the Sale of Municipal Property (Hilltop Elementary)

Councilor McDonough introduced Ordinance No. 13, 2017 Series, An Ordinance regarding the Sale of Municipal Property (Hilltop Elementary).

A Public Hearing was scheduled for January 8, 2018.

Manager Marker clarified that the Memorandum of Understanding between the City of Caribou and FreshAir LLC included in the Council packet had a typo for the fee for the Air Ambulance flights between Caribou to Boston and Presque Isle to Boston. The correct fee is \$7,665.

Motion made by P. McDonough, seconded J. Theriault, to amend their original motion to include the correct fee of \$7,665 for Air Ambulance flights between Caribou to Boston and Presque Isle to Boston. (5 yes) So voted.

Council Agenda Item #9: Reports of Officers, Staff, Boards, and Committees

There weren't any reports.

Council Agenda Item #10: Reports and Discussion by Mayor and Council Members

There weren't any reports.

Council Agenda Item #11: Executive Session (May be called to discuss matters under Maine Revised Statutes, Title 1, §405.6)

There weren't any Executive Sessions held.

Council Agenda Item #12: Adjournment

Motion made by T. Guerrette, seconded P. McDonough, to adjourn the meeting at 5:36 p.m. (5 yes) So voted.

Jayne R. Farrin, Secretary

**CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736**



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Quit Claim Deeds for Tax Acquired Properties
DATE: January 4, 2018

Council Action Needed:

Authorize the signing of Quit Claims to convey tax acquired property back to the previous owners as indicated below

Background

The following properties were tax acquired at the end of the 2017 calendar year.

Address	Previous Owners	Map	Lot
15 Washington street	Johndro, Joel R and Michelle K	28	46
27 Roosevelt Avenue	Picard, Mario M & Lana E	32	135

In accordance with the City's tax acquired property policy, the previous owners were given until January 31 to pay-in-full the past due taxes. The previous owners have paid the overdue amounts and are now eligible to receive the properties back from the City.

**CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736**



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Public Hearing on 2015 CDBG Grant – Virtual
Management Solutions at 52 Sweden Street
DATE: January 4, 2018

Council Action Needed:

Share project information with the public and conduct the public hearing.
No other action necessary

Background

The State requires a final public hearing to be held on CDBG funded projects. The purpose of the public hearing is to share with the public the results of the funded project and provide opportunity for public feedback/comments.

Caribou was awarded a \$150,000 CDBG Business Assistance Grant in 2015 to foster economic development within the community. The money was utilized to support the expansion of Virtual Management Solutions, located at 52 Sweden Street. More specifically, it was used to purchase computer and office equipment, training supplies and improve building infrastructure. These expenditures enabled the hiring of 35 additional full-time employees at the business.

**CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736**



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Public Hearing on 2016 CDBG Grant –
C&J Service Center located at 996 Access Highway
DATE: December 28, 2017

Council Action Needed:

Share project information with the public and conduct the public hearing.
No other action necessary

Background

The State requires a final public hearing to be held on CDBG funded projects. The purpose of the public hearing is to share with the public the results of the funded project and provide opportunity for public feedback/comments.

Caribou was awarded a \$150,000 CDBG Business Assistance Grant in 2016 to foster economic development within the community. The money was utilized to help with the replacement of gas tanks at the C&J Service Center.

**CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736**



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Liquor License and Special Amusement Permits
DATE: January 4, 2018

Council Action Needed:

Conduct a public hearing on the individual requests and approve/deny the requests.

Background

Application for a liquor license and special amusement permit has been made by the following businesses persons:

Applicant	Business Name	Address
Spenser Ouellette	Burger Boy	234 Sweden Street
Paul J Morgan	Access 89 Bar & Grill	539 Access Highway

The appropriate City departments have reviewed the requests and found no concerns with applicable codes.

Ordinance requires a public hearing be conducted before the Council to provide opportunity for public comment about the requests.

Staff Recommendation

Staff recommends the Council approve the liquor license and special amusement permits for Burger Boy and Access 89 Bar & Grill based on the following findings:

Findings

1. The City departments have reviewed the requests and find no concerns with applicable health, life, and safety codes.
2. The applicants must still complete the state's review process.

Suggested Motion

Move to approve the Liquor Licenses and Special Amusement Permits for Burger Boy and Access 89 Bar & Grill based on the staff findings

**CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736**



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Ordinance 13, 2017 Series
DATE: January 4, 2018

Council Action Needed

1. Conduct a public hearing on the proposed Ordinance.
2. Review and discuss the proposed ordinance
3. Approve/Approve with Modifications/Reject the proposed Ordinance.

Background

Ordinance 13, 2017 Series was introduced during the Special Council Meeting held December 27, 2017. The ordinance authorizes the sale of 7.14 acres of property formerly known as the Hilltop Elementary School. The Ordinance is attached hereafter.

Councilor McDonough introduced the following ordinance:

Ordinance No. 13, 2017 Series
City of Caribou
County of Aroostook
State of Maine

AN ORDINANCE REGARDING THE SALE OF MUNICIPAL PROPERTY (HILLTOP ELEMENTARY)

The City Council of the City of Caribou, County of Aroostook, State of Maine, pursuant to the requirements of the City of Caribou Charter, Section 2.11 (7) does ordain the following:

The City Council of the City of Caribou hereby authorizes the sale of municipally owned property located at approximately 19 Marshall Avenue (formerly known as Hilltop Elementary). The property to be sold is more accurately depicted on the following pages labeled Exhibit A

The City Manager is hereby authorized to execute any and all documentation necessary for the conveyance of said property.

This ordinance, being introduced on December 27, 2017 and a public hearing being held on January 8, 2018 was duly passed by the City Council of the City of Caribou, Maine, this 8th day of January 2018.

Nicole Cote

R. Mark Goughan

Timothy Guerrette

Hugh A. Kirkpatrick

David Martin

Phillip J. McDonough II

Joan Theriault

Attest:

Jayne R. Farrin, City Clerk

Being a certain lot or parcel of land situated on the westerly side of Marshall Avenue and being a part of Lot 18, Township "H", Range 2 now Caribou, Aroostook County, Maine and being further bounded and described as follows, to wit:

1. Beginning at a 1-inch iron pipe, capped #1219, found on the westerly line of Marshall Avenue at the southeasterly corner of land of Marilyn P. Hewitt as recorded in the Southern District of the Aroostook Registry of Deeds in Book 5507, page 133 also being the southeasterly corner of Lot 90 according to a plan of survey entitled, "Property of Downing Construction Company, Part of lots numbered thirteen (13) and eighteen (18), H Township, Caribou, Aroostook County, Maine", dated May 1959 and recorded in Plan Book 15, page 43, said iron pipe is also shown as plan point (2) on a plan of survey entitled, "Boundary Survey, Property of William H. Drost and Pearl V. Drost being A Part of Lot 18, Township H, Range 2 in Caribou, Aroostook County, Maine" as surveyed by Blackstone Land Surveying, P.A. May 15 - June 13, 2001. This plan is not recorded but is maintained in the files of Blackstone Land Surveying, P.A. as job #6033;
2. Thence on a Maine State Grid North bearing of South 2°29' East along the westerly line of Marshall Avenue 354.0 feet to an iron pin set;
3. Thence South 88°11' West 218.0 feet to an iron pin set;
4. Thence South 58°54' West 215.0 feet to an iron pin set;
5. Thence South 87°31' West 348.3 feet to an iron pipe set;
6. Thence North 2°29' West along the land of Carl J. Soderberg as recorded in Book 4283, page 83, 454.4 feet to an iron pipe set;
7. Thence North 87°31' East along the southerly line of land of Mark A. McCrossin and Donna M. McCrossin as recorded in Book 3521, page 223, land of Lynn R. McNeal and Betty L. McNeal as recorded in Book 1152, page 487, land of Charles H. Barnes and Donna M. Barnes as recorded in Book 1063, page 440, and along the land of Hewitt 755.0 feet to the point of beginning.

Containing 7.14 acres

All iron pipes set are 1-inch by 36-inch black iron pipe set 2 - 2 1/2 feet into the ground with a yellow plastic identification cap #1219 affixed to the top. All iron pins set are 5/8-inch by 30-inch smooth iron pin set flush to the ground with a yellow plastic identification cap #1219 affixed to the top.

Bearings and distances are from a partial boundary survey as surveyed by Blackstone Land Surveying, P.A., 7 Hatch Drive, Suite 260, Caribou, Maine 04736, September 15, 2017 and revised December 22, 2017.



**CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736**



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: New Public Safety Building Study
DATE: January 4, 2018

Council Action Needed

Discuss this issue and provide direction to staff

Background

The Municipal Building Committee met in July to discuss the potential layout and designs for a new public safety building. Chief Susi indicated that an architectural firm was willing to volunteer their services to help the city prepare concept plans. The following floor plans and renderings were provided by Port City Architecture PA.

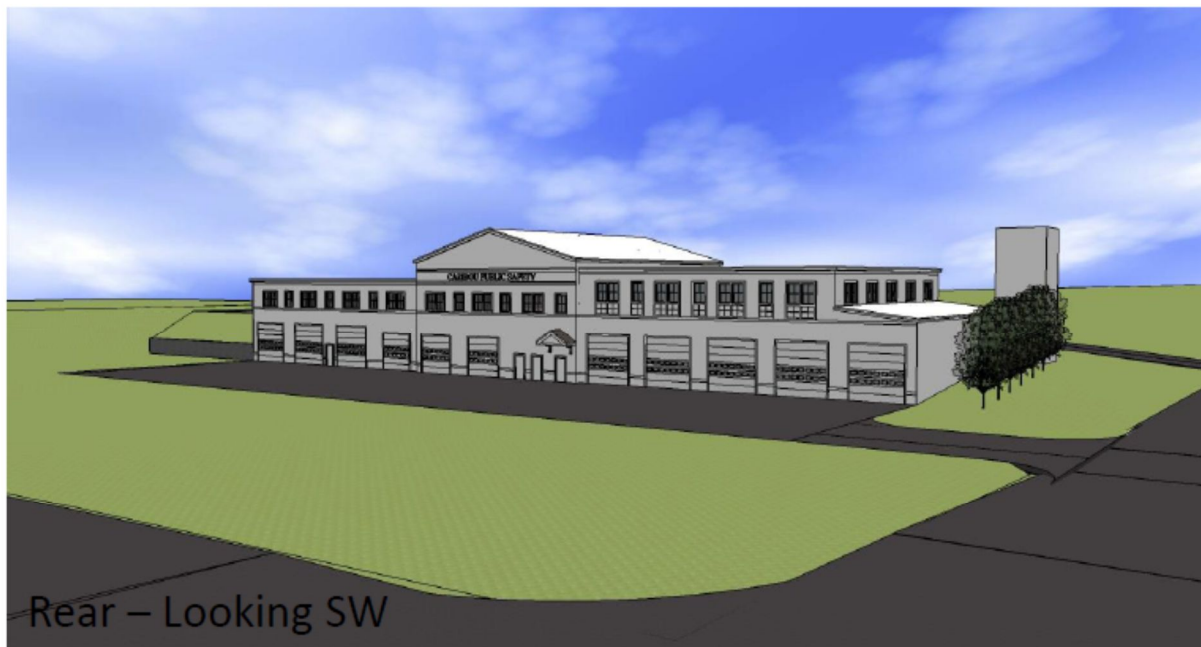
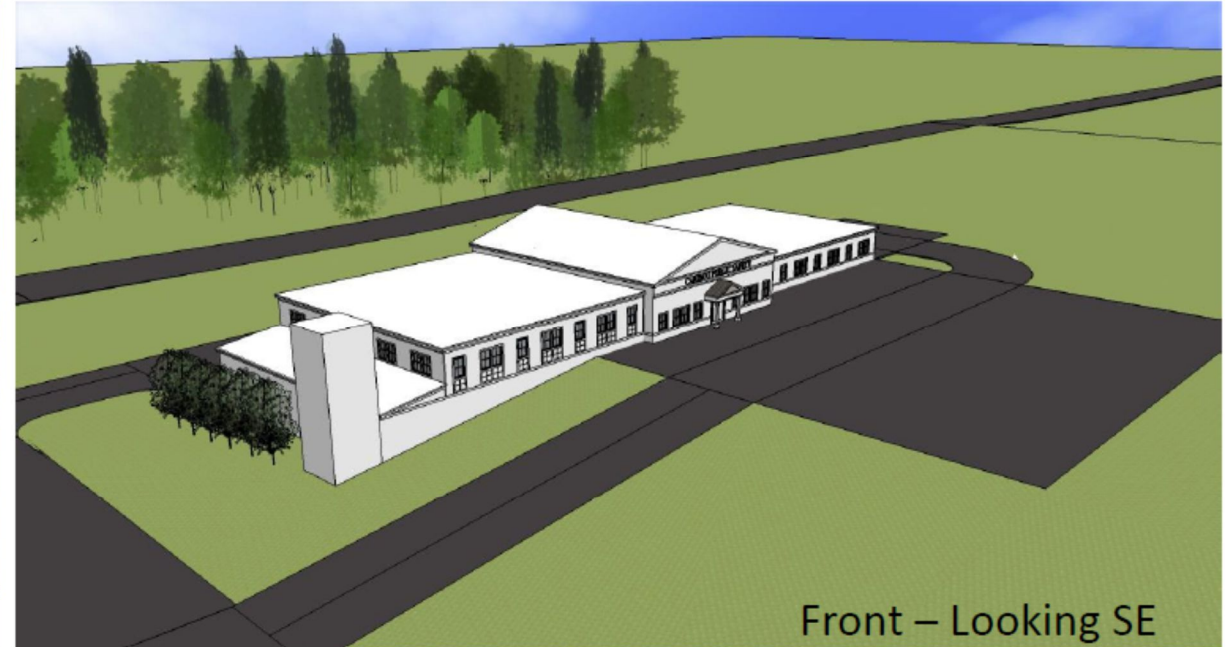
There has been discussion about locating this facility on the old Birdseye plant property, which will provide a good location at a major crossroads in town. There is also some concern about utilizing the same property for non-commercial or industrial uses. To ascertain the site's potential, the council budgeted for a market study of the Birdseye property in 2018.

Top Floor floorplan



Bottom Floor floor plan





**CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736**



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Disposition of Surplus Property and Equipment
DATE: January 4, 2018

Council Action Needed

Discuss this issue and provide direction to staff

Background

From time to time there will be pieces of equipment or materials the City no longer needs (e.g. computers, lawn mowers, office chairs, etc.). This then become surplus property needing to be disposed. To my knowledge, the City does not have a formal policy for this disposal process.

According to MMA, all surplus property must be reviewed by the municipal officers (i.e. City Council) who must authorize its disposal (see MMA memo on next page). To that extent, the following items have been identified as surplus property and it is proposed the Council authorize staff to dispose of the equipment in the most beneficial means to the citizens.

Material/Item	Quantity	Condition	Comments
10' Chainlink fencing	880 l.f.	Good	Must be salvaged from site by March 1
8' Chainlink fencing	660 l.f.	Good	Must be salvaged from site by March 1
Executive Office Chairs	9	Good-Fair	
7' Prelit Christmas Tree	1	Fair	Some lights don't work

Staff Recommendation

1. The equipment be listed on the city website as available for sale or sealed bid with a specified closing date. All items are to be sold as is. All salvage/shipping costs are the purchaser's responsibility. Items not sold will be taken to the landfill.
2. A formal policy for disposal of surplus property be prepared for consideration by the City Council and adopted by resolution prior to additional items being declared surplus.

Selling Surplus Property

Maine Townsman - October, 2012

Question: Do we need authorization from our municipal legislative body to sell surplus personal property such as motor vehicles, office furniture, computers, etc.?

Answer: Yes, you do. Since town-owned personal property – even outmoded or surplus property – is considered a municipal asset just like real estate, we've always advised that before it may be sold or transferred, the legislative body (town meeting or town or city council) must authorize the sale or disposition.

This is not to suggest that the legislative body must specifically authorize each and every transaction, though. In fact, many towns include a standard article in their annual town meeting warrant authorizing the municipal officers to sell or dispose of surplus personal property on such terms and conditions as they deem in the best interests of the town. A blanket article such as this would prospectively authorize all such sales for the ensuing year.

Sometimes these articles include a cap on value, authorizing the municipal officers to sell surplus personal property only if it has an estimated value of less than \$_____. This effectively limits the municipal officers' authority to less valuable property, thus giving town meeting direct authority to decide in the case of more valuable property. Also, these articles sometimes require competitive bidding for property exceeding a certain estimated value. Whether a warrant article authorizing the sale of surplus personal property includes a cap on value, a bidding requirement or other limitations are local policy matters as there is no governing State law.

Finally, instead of a warrant article, the authority to sell or dispose of surplus personal property can be conferred by ordinance, thus avoiding the need for an annual vote.

From MMA Website

<https://www.memun.org/Member-Center/Legal-Notes/Legal-Notes-View/ArticleId/262/Selling-Surplus-Property>

**CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736**



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Assignment of Councilmembers to Committees
DATE: January 4, 2018

Council Action Needed

Mayor Martin has made the following suggested Council Committee Appointments for 2018

Committee	Chair	Councilors	Staff
Highway/Protection	Theriault	McDonough Cote	City Manager PW Director
Investment	Cote	Martin Guerrette	City Manager Finance Director
CEGC		Goughan	City Manager
Personnel	McDonough	All Councilors	
NMDC		Kirkpatrick	City Manager
Planning Board Liaison		McDonough	
Airport	McDonough	Theriault Guerrette	Airport Manager
Nylander Board Liaison		Guerrette	
Municipal Buildings	Theriault	Cote Kirkpatrick Martin	City Manager
Housing Commission		McDonough Goughan	
Agency on Aging Representatives		Guerrette	Housing Director

CFAD MONTHLY REPORT

December 2017

Total Fire/ Rescue Calls	12	Total Amb Calls	189 inc. Air & Assists
-Alarms for Fires (33)	2	- Ground Amb.:	185
-Alarms for Rescues (66)	1	- Air Amb Flights:	0
-Silent Alarms	9	- Amb Assist Calls or cancel:	4
-Haz-Mat		- ALS Calls	N/A
-Grass Fires		- BLS Calls	N/A
-Chimney Fires	1	- No Transport	31
-False Alarms		- Long Distance Transfers	27
-10-55's	3	- Calls Turned Over:	11 = \$15,708
-Aid to Police		Total Out of Town Amb Calls	25
-Public Service	1	Total Out of Town Fire/Rescue Calls	1
		Est. Fire Loss, Caribou	\$61,000
		Est. Fire Loss, out of City	\$
Total Hours Pumped	9	Total Est. Fire Loss	\$61,000
Gallons of Water Used	5,000	Total Maint. Hours	3 mhrs.
Amt. of Hose used:	1,400'	Total Training Hours	32 mhrs.
Ladders Used (in Feet):	(75' Ariel) __1__	Miles Traveled by all Units	11,336
Thermal Imaging Camera Used:	7	Fire Permits Issued	0
CO2 Meter Used:			
Rescue Sled & Snowmobile:	1		
Rescue Boat:			
Jaws Used:	1		

***Color Guard Training** **0**

Total Fire & Amb. Calls **201**

MUTUAL AID TO:

P.I.F.D.	
F.F.F.D.	1
L.F.D.	
W.F.D.	
Stockholm F.D.	
North Lakes FD	
Crown Amb	4
Van Buren Amb.	1
Life Flight	2

MUTUAL AID FROM:

P.I.F.D.	1
F.F.F.D.	
L.F.D.	
W.F.D.	
Stockholm F.D.	
North Lakes FD	
Crown Amb	

OUT OF CITY FIRES/RESCUES

LOCATION	# OF CALLS	MAN HRS.
Woodland	1	10 mhrs.
New Sweden		
Connor		

Scott Susi, Chief
Caribou Fire and Ambulance

**BREAKDOWN OF FIRES
For December 2017**

Situation Found	# Of Incidents	Fire Casualties	Est. Property Damage
1. Private Dwellings inc. Mobile Homes	2		\$48,000
2. Apartments (3 or more)			
3. Hotels & Motels			
4. Dormitories & Boarding Homes			
5. Public Assembly (Church, Restaurant)			
6. Schools			
7. Institutions (Hospitals, Jails, Nursing Homes)			
8. Stores, Offices			
9. Industry, Utility, Defense			
10. Storage			
11. Vacant Buildings or being Built			
12. Fires outside structure w/value (crops, timber, etc.)			
13. Fires Highway Vehicles			
14. Other Vehicles (planes, trains, etc.)	1		\$13,000
15. Fires in brush, grass w/no value			

Other Incidents

16. Haz-Mat	
17. False Calls	
18. Mutual Aid Calls	1 - FFFD
19. Aid to Ambulance (10-55's)	3
20. Aid to Police	
21. Investigation (Smoke, CO ₂ or Alarm)	4 (1-Odor; 3-Alarms)
22. Service Calls	1

Total Calls for the Month: ____12____

Clerk and General Assistance Dashboard

December 2017

	Current Month	Year To Date	Prior Year Month	Prior Year Year to Date
Hunting & Combo Licenses	55	410	56	436
Fishing Licenses	22	240	21	245
Boat Registrations	3	292	1	296
ATV Registrations	-	696	1	723
Snowmobile Registrations	234	482	243	513
Vehicle Registrations-MVR	347	7,420	365	7,549
Rapid Renewal	14	401	16	354
Birth Records	34	657	49	728
Death Records & Permits	40	775	79	876
Marriage Records & Licenses	12	190	8	199
Dog Licenses	-	835	336	1,127

	Current Month	Year To Date	Prior Year Month	Prior Year Year to Date
GA Applications - Caribou	10	115	8	116
GA Cases Paid - Caribou	10	122	11	122
People Assisted - Caribou	15	169	14	179
GA Dollars Spent - Caribou	1,834	\$ 28,243	\$ 2,577	\$ 29,465

	Current Month	Year To Date	Prior Year Month	Prior Year Year to Date
GA Applications - Connor	-	0	0	1
GA Cases Paid - Connor	-	0	0	2
People Assisted - Connor	-	0	0	8
GA Dollars Spent - Connor	-	\$ -	\$ -	\$ 295

Year To Date is from January 2017 through December 2017

Monthly Permit Report

December 2017

	Current Month	Year To Date	Prior Year Month	Prior Year YTD
Building Permits	1	54	0	52
Permit Value	\$ 89,000	\$ 4,193,571	\$ -	\$ 2,732,095
Homes	0	2	0	7
Mobile Homes	0	1	0	1
Multi Family	0	1	0	0
Commercial	0	16	0	11
Exempt	0	3	0	0
Plumbing Permits				
Internal	2	20	0	19
External	0	13	1	18
Demolition Permits	0	19	1	4
Sign Permits	0	13	0	9

YTD is January 2017 to December 2017

TAX BASE TALK

Tax Assessment & Code Enforcement updates:

- ◇ Mr. Kenneth Murchison has been hired as the new “Zoning Administrator” for the City of Caribou. He began work on Tuesday January 2, 2018. Mr. Murchison will be the head of the department that includes: Housing, Code Enforcement, Building Permits and Tax Assessment.
- ◇ The Planning Board welcomed a new member: Mr. Thomas Ayer. Mr. Ayer attended the MMA “Local Planning Boards and Boards of Appeal” on November 2 in Dedham.
- ◇ The Planning Board held public hearings on zoning issues and changes of use for several properties including some new businesses! They continue to work on making changes to the zoning map and definitions.
- ◇ This quarter, the assessor attended a meeting called “TIF 101” at Northern Maine Development Commission.
- ◇ There has been some activity in Augusta on the adoption of six new chapters to MUBEC. For more information go to: <http://www.maine.gov/dps/bbcs/>

* In the Code Enforcement Office, “It’s All About Safety”!*



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NEW TO WEBSITE:

- 2017 Tax Maps
- Trio owner data current as of October 31 (last RETT forms received from State)

**2017
BUILDING
SEASON**

Building Permits:

54

Demo permits:

19

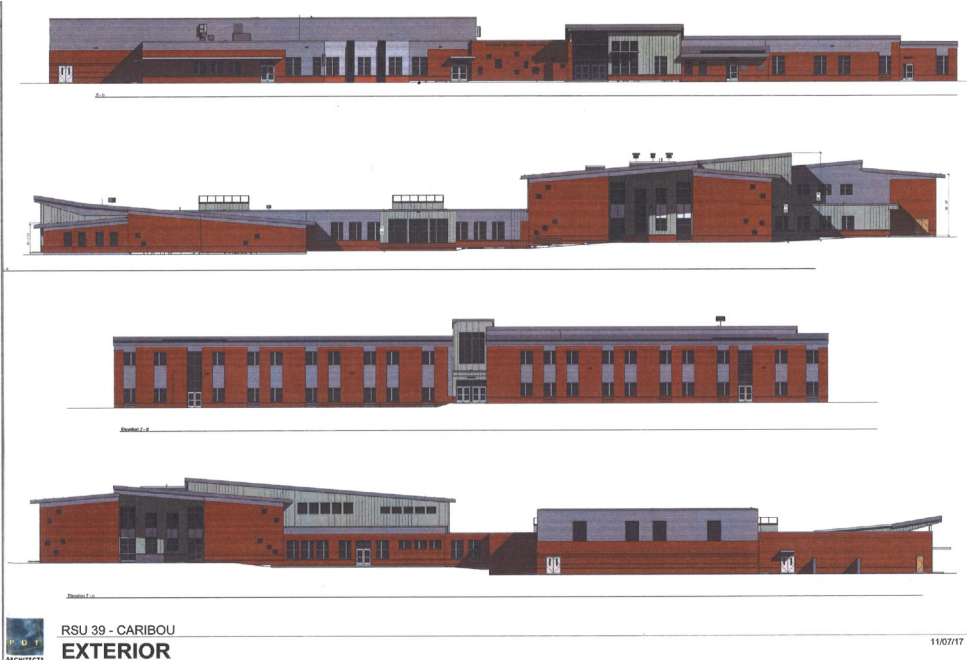
Plumbing permits:

Internal: 20

External: 13

The warmer temps
this fall presented
department staff
with the perfect
opportunity to list
and measure new
construction into
December.





The City of Caribou Planning Board has held many public hearings in 2017. Their thoughtful work has resulted in new business for Caribou this year.

For 2018, the first big project will be the new K-8 school

Current members of the Planning Board are:

Chair:
Phil Cyr

Vice Chair:
Robert White

Secretary:
Phil McDonough³

Matthew Hunter
Evan Graves
Todd Pelletier
Thomas Ayer

More information about the Planning Board is available online:

www.cariboumaine.org/index.php/government/planning-board/planning-board-minutes-and-agendas/

TAX ASSESSMENT

Almost a year ago, on January 13, 2017, Maine Revenue Services Property Tax Division released Property Tax Bulletin Number 26 on Advanced Assessor Training and Certification:

<https://www1.maine.gov/revenue/forms/property/pubs/bull26.pdf>

Reference is made to 36 MRSA §§ 310–312, 318; MRS Rule 205 and Property Tax Bulletin Number 22.

The purpose of the new bulletin is to outline the process by which a Certified Maine Assessor may qualify, obtain and maintain a higher level of certification. The advanced assessor designations are earned through a combination of education and experience.

To date, seven (7) Certified Maine Assessors have obtained a higher level of certification, including Penny Thompson who is a CMA-2.

Certified Maine Assessors by the numbers:

Active CMA (not all work as professional assessors): 400

CMA-2 : 5

CMA-3: 2

CMA-4: 0

Taxpayers and citizens are the customers of the municipality
and as such deserve the very best from staff.

Consider the following:

“A customer is the most important visitor on our premises.

He is not dependent on us. We are dependent on him.

He is not an interruption in our work. He is the purpose of it.

He is not an outsider in our business. He is part of it.

We are not doing him a favor by serving him.

He is doing us a favor by giving us an opportunity to do so.”

– Mahatma Gandhi

REVENUE GENERATOR\$

This department works to
generate revenue for the
City in several ways:

- * Issue permits
- * Discover value when no permit obtained
- * List/measure property
- * List business property
- * Promote exemption and reimbursement options
- * Submit documents to State of Maine in timely manner



Tax Assessment &
Code Enforcement Office
25 High Street
Caribou Maine 04736

(207) 493–3324 X 3
Fax: (207) 498–3954

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YEAR END REPORT

CARIBOU PUBLIC LIBRARY



2017

MATERIALS

5,538 registered library cardholders
23,766 items circulated
1,602 Circulated eBooks and Audiobooks
416 Interlibrary Loans
5,105 DVDs circulated
65,847 patrons accessed wi-fi hotspot

VISITS & PROGRAMS

477 total visits to the archives
1,374 people used the Caribou Room
1,057 library program attendance
1,837.5 volunteer hours valued at \$17,833.50

HIGHLIGHTS

Ten New Patron
Computers

JUNE

Elder Outreach
program begins

AUG

Library Book
Store opens

OCT

NOV

Photograph from Archives
featured in German Magazine
"Zeit Wissen"

Gifted: \$21,810.74
Roderick Living Trust

MAY

147 registered children
Summer Reading program

JULY

Middle School Book Club,
proposed and run by kids

SEPT

GENERATED REVENUES

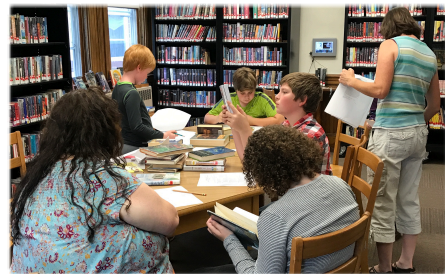
\$6,150.41 Library services and fees
[46.5 % from 2016 \$4,197.13]
\$2,057.50 Non-resident fees
[29% increase from 2016 \$1595]

MEMORIAL FUND/DONATIONS

\$5,051.03

GRANTS/FUNDS RECEIVED

\$21,810.76 Roderick Living Trust Fund
\$6,000 Stephen & Tabitha King Grant
\$4,000 Dorothy Louise Tyler Foundation



First meeting of the Middle School Book Group

Housing and FSS Monthly Report

December 2017

	Current Month	YTD	Prior Year Month	Prior YTD
Vouchers allocated to Caribou	193	2316	193	2316
Total Vouchers leased	182	2188	168	2134
Local Vouchers	180	2152	165	2107
Port Out	2	36	3	32
Homeownership	0	0	0	0
Vouchers available	-171	-231	25	182
Total Housing Assistance Payments, to Landlords	\$ 70,529	\$ 828,452	\$ 61,618	\$ 796,092
Total Utility Reimbursements, to Participants	\$ 63	\$ 907	\$ 80	\$ 2,941

	Current Month	YTD	Prior Year Month	Prior YTD
Port In Vouchers Administered				
Port In Vouchers	2	86	8	61
HAP to Landlords	\$ 760	\$ 41,507	\$ 3,658	\$ 26,681
UR to Participants	\$ -	\$ 330	\$ -	\$ 85

	Current Month	YTD	Prior Year Month	Prior YTD
Participant Statistics				
Families with Children	51	384.00		
Elderly Families	30	206.00		
Families with Disabilities	75	633.00		
Household Income				
Average Annual Total Income	\$96,308	149,026.94		
Average Participant Rent Portion	\$260	1,567.00		
Average HAP	\$472	2,915.29		
Average UR	\$0	6.67		
Average HAP Plus UR	\$472	2,922.02		

	Current Month	YTD	Prior Year Month	Prior YTD
Housing Quality Standards Inspections				
New Unit	6	27		
Annual	0	191		
Annual - Failed	1	80		
Move-Out	0	0		
Special Request	2	7		

	Current Month	YTD	Prior Year Month	Average Prior YTD
Waiting List Statistics				
Applicants on Waiting List	56	1349	35	100
Average wait time (in days)	242	1652	23	118
Families with Children	51	491	0	
Elderly Families	30	123	0	
Families with Disabilities	75	528	0	
Household Income				
Extremely Low Income	36	1025	29	76
Very Low Income	13	206	4	14
Low Income	5	51	4	6
Over Income Limit	0	42	0	3
Incomplete	2	24	1	1

	Current Month	YTD	Prior Year Month	Prior YTD
Family Self Sufficiency				
Number of Participants	42	417	24	352
Monthly Escrow Deposit	\$3,237	\$42,777	\$3,280	\$39,325
Number of Families Earning Escrow	14	192	16	204
FSS Graduates	0	4	0	5
Escrow Earned	\$0	\$8,324	\$0	\$17,047
FSS Forfeitures	1	3	0	5
Escrow Lost	\$710	\$6,057	\$0	\$9,657

YTD Numbers are January 2017 through December-2017

Caribou Police Department

Monthly Report

<u>2017</u>	<u>DEC</u>
COMPLAINTS	1827
M/V ACCIDENTS	38
ESCORTS	2
THEFT COMPLAINTS	8
ANIMAL COMPLAINTS	7
DOMESTIC COMPLAINTS	8
BURGLARY COMPLAINTS	5
O.U.I.	2
M/V THEFTS	1
MISSING PERSONS	1
JUVENILE COMPLAINTS	3
CIVIL COMPLAINTS	1
PROWLER COMPLAINTS	0
ASSIST OTHER AGENCY	11
ASSAULT ARREST	0
THEFT ARRESTS	4
SPEEDING	8
STOPS/CHECKS M/V	1486
PARKING TICKETS	0
HANDLING PRISONERS	27
WARRANT ARRESTS	10
UNLAWFUL SEX. CONTACT	0
GROSS SEX. ASSAULT	0
BUSINESS ALARMS	22
BURGLARY ARRESTS	4